

DOZUKI

Ambur User Manual

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SUMMARY

[video: <http://www.youtube.com/watch?v=OmMkCQkHSYI>]

Introduction

A detailed document containing all the information you need to know about Ambur. Please read the manual in its entirety before you start using Ambur at your restaurant.

The Hub and Client Relationship

When setting up Apple devices with Ambur, we must make a clear distinction between the hub and clients.

The hub stores all data (orders, menu items, users, settings, etc) while the clients make use of the data by connecting to the hub. We recommend an iPad as the hub and an iPhone, iPod Touch, or iPad as clients.

You do not need to upload your database to your clients, when clients connect to the hub they automatically receive the database. This saves you time because you do not have to upload your database to all your devices!

The hub and client sync in real time.

Step 1 — Getting Started



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- The hub and client sync in real time.

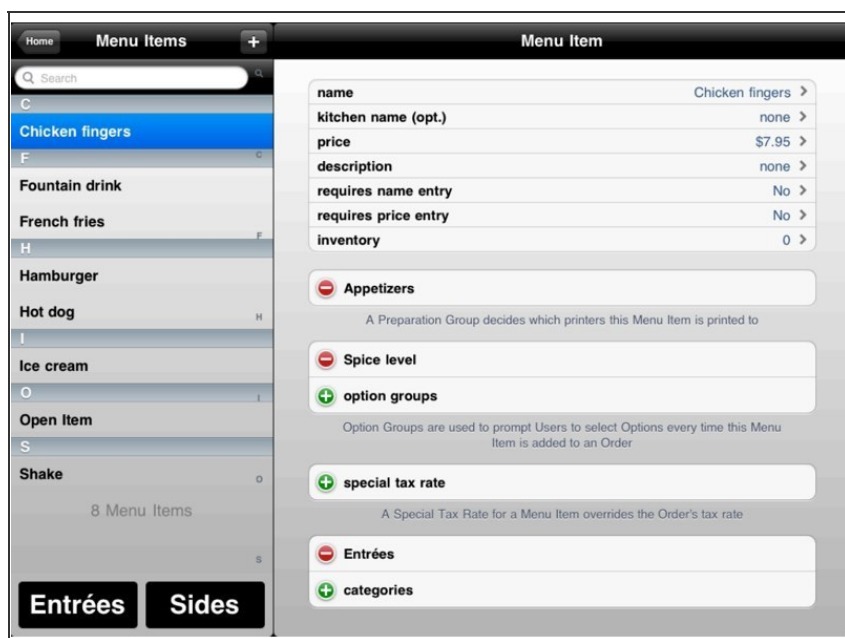
Step 2 — Logging In



- Ambur is automatically set up with some users for you to test with. The “Master User” has a password of 1234, and can never be deleted, so you always have control over your system.
- Log in as the Master User, and then go to Management → Users → Master User to change the password, and also view the other users available and edit their names and passwords to suit your operation. Just swipe across a user name on the left side of the screen to delete it.
- If two users have the same password, Ambur prompts whoever is signing in to choose between logging in as one of those users. Take care with that, as this means whoever uses that password could act as the other user easily.



Step 3 — Navigating Ambur



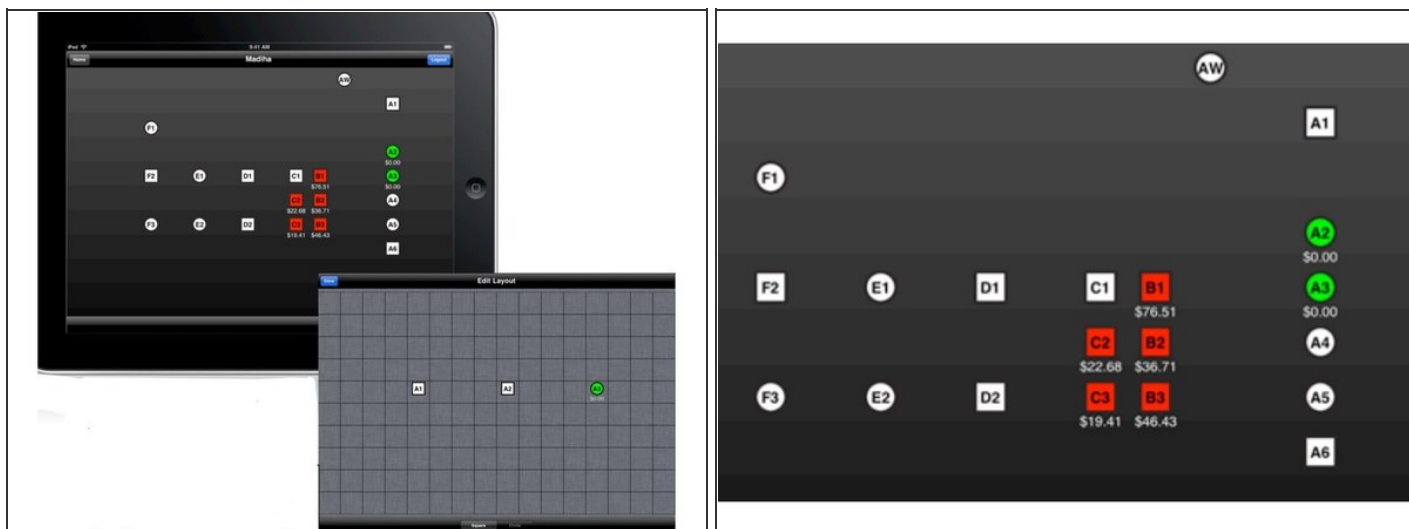
- When a user logs into Ambur, they are immediately taken to their list of orders. To view the full interface of Ambur, tap the “Home” button in the top left.
- From there, you see the basic functions that a user needs every day - viewing Orders, closed Orders, Menu Items, and Reservations.
- The last function, Management, shows functions more relevant to setting up Ambur, such as setting up Option Groups, Printers, Users, User Groups, Payment Methods and Settings.

Step 4 — Content Organization



- **Navigation-** The left side of the screen serves as the navigation area. Tapping on option on the left side will display the corresponding information on the in the main content section on the right. This side is right.
- **Main Content-** The right side of the screen contains the information pertaining to the option selected from the left side of

Step 5 — Table Layout Screen



- Table layout is off by default and can be turned on by tapping on Management → Settings → use table layout → Yes → Done.
- To edit the table layout, tap Management, Settings, tap the arrow in the top right corner, and tap Edit Table Layout. To add a table, tap anywhere on the grid and a table will appear 
- **White Table**-Table that is unoccupied and available for guests to be seated. Simply tap on the table to start a new table, you will be prompted to confirm that you would like to add a new table.
- **Red Table**- Table is that occupied and belongs to a different user. You will not be able to view, edit or delete the order.
- **Green Table**-Table that is occupied and belongs to you. Simply tap on the table to view the details.
- **Quick Order**-Tap on the blue “Quick Orders” button on the bottom right to view all the orders that belong to you. Tapping on the “+” symbol will start a new quick order. Quick orders are especially helpful for takeouts, open tabs at bars or special tables that are not on the table layout screen.

Step 6 — Orders



- **Creating a new Order-** Simply tap the plus button in the top of the left pane. Tip: if you want users to be forced to enter a name and number of guests every time they add an Order, there is an option in Settings for this.
- **Name-** A name to identify a particular Order - usually a table number.
- **Owner-** The user that owns the order.
- **Order Type-**The type of order (ex. Takeout, Dine In, etc).
- **Opened-**The date that the order was opened.
- **Prepare by-**The date that the order needs to be prepared by.
- **Closed-**The date the order was closed

Step 7 — Orders Continued

The screenshot shows the Ambur app interface. On the left, there is a list of orders with columns for order ID and a unique identifier. Order A4 is selected. On the right, the details for order A4 are displayed, including the owner (Master User), order type (Takeout), and a list of items: 2 Chicken fingers (\$15.90), 1 Fountain drink (\$1.95), and 1 French fries (\$1.95). The total is \$20.92. Below the items, there are sections for discounts, charges, payments, and customers.

Order ID	Identifier
A4	9F8D1967
D2	CB7CDD06
F6	9C803801
F3	9375E698
A3	4800EB38
B1	E6CC1B78
F4	487C8E30

7 Orders

Field	Value
name	A4
owner	Master User
order type	Takeout
opened	10/9/11 11:25 AM
prepare by	10/9/11 12:30 PM
closed	none
# of guests	0
tip	\$0.00
total	\$20.92

- 2 Chicken fingers – \$15.90
- 1 Fountain drink – \$1.95
- 1 French fries – \$1.95

Items

- Open % discount \$0.00
- charges

\$20.92 to be paid

- payments
- Jake
- customers

- **# of guests**- The number of guests attached to the order.
- **Tip**-The amount of Tip.
- **Total**-The total for the Order, combining the value of the Items for the Order, adding any Charges (which may be a discount or a fee), and adding tax.

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